

TEDDY BEAR PRESCHOOL PROGRAM DIRECTOR

\$22.00 per hour

Qualifications:

1. Experience working with children of all ages and abilities
2. Current First Aid and CPR Certification
3. Leadership experience in a day camp setting
4. Supervisory ability
5. Valid Massachusetts Drivers License
6. Minimum 21 years of age

Period of Employment: Monday through Friday mornings, June 27 – August 19, 2016*
plus some pre-season planning and meetings.
Attendance at a pre-season staff orientation is required.

* Dates subject to change.

General Responsibility: To assist the Summer Program Supervisor in the day-to-day operation and implementation of the Teddy Bear Picnic Program. This includes all aspects of the preschool program including staff training, daily program, special events and activities, communicating with families, evaluations, record keeping, and other related duties as assigned. To ensure safety and overall quality of the program. Reports to Summer Program Supervisor, Assistant Director of Recreation, and/or Director of Recreation and Community Programs.

Responsibilities include:

- Developing, scheduling, and implementing appropriate activities for children age 3 through kindergarten.
- Being responsible for the health and safety of all participants.
- Integrating the scheduling of counselors, junior counselors, and volunteers into the overall program.
- Representing the Recreation and Community Programs Department in interactions with parents and visitors to the program.
- Keeping daily attendance of all participants. Contacting parents of all children whose absences are not anticipated.
- Reporting safety concerns to the Summer Program Supervisor. Submitting accident reports as needed.
- Being responsible for the care and storage of equipment and supplies.
- Overseeing the sanitation of the classroom and restrooms when using the Bridge School.
- Assisting in the preparation of weekly flyers and scheduling activities.
- Supervising the Teddy Bear Picnic Staff.
- Providing feedback for the end of the season evaluation on each employee.
- Assisting with staff training prior to the start of camp and conducting weekly staff meetings.
- Holding staff accountable for their work, conduct, and efficiency.
- Other duties as assigned.